County of Hamilton

DONALD C. SCHRAMM, P.E.-P.S. COUNTY ENGINEER

700 COUNTY ADMINISTRATION BUILDING

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37th District #2 Integrating Committee Meeting Minutes
January 17, 1992 - 8:00 a.m.
Board of County Commissioners' Staff Meeting Room
Room 603, County Administration Building
Cincinnati, OH 45202

The meeting was called to order by Vice-Chairperson Wilma Berger at 8:15 a.m.. Mr. Ray Hodges was alternate for Mr. Barfels, Mr. Dick Cline for Mr. Rowe and Mr. Kevin Sigward for Mr. Castellini. Chairman Schramm was absent due to illness and his alternate, Mr. Brayshaw, had a previous commitment. Mayor Tillery was also absent.

Support Staff present: Messrs. Cottrill and Pickering.

Mr. Crafts moved approval of the November 15, 1991 minutes; seconded by Mr. Sykes and passed unanimously.

The Support Staff was asked to come up with a minimum balance to keep in District's #2 funds. Mr. Cottrill reported they recommended \$50,000 plus another \$40,000 for the District Administrative Costs Program to cover any accounting errors, emergency overruns, etc. making a total of \$90,000. Since the City of Cincinnati, Hamilton County and Delhi Township are the three jurisdictions supplying the services for District #2, the Support Staff felt an equitable split of the \$40,000 would be Hamilton County \$22,000, the City of Cincinnati \$15,000 and Delhi Township \$3,000 - to supplement costs for labor, duplication, postage, long distance telephone calls and mileage which are all legitimate acceptable items by OPWC as direct costs. If this program is implemented OPWC will enter into a contract relationship with a lead agency (probably Hamilton County). Cincinnati and Delhi Township would then submit their invoices to the County who in turn would forward to OPWC, in addition to their own, for reimbursement.

The \$40,000 administrative funds consists of 70% Issue #2 funds and 30% LTIP funds. Due to lack of a quorum Mr. Crafts suggested action on this be delayed until next meeting. He did request the Support Staff provide more information on the labor allocation and how the labor charge is figured so that it's very clear. In addition he did recommend that District #2 try retaining a \$50,000 balance as an overrun fund for a year and see what happens.

Project selection process - concept of funding cap for loans. The Support Staff presented two options: (1) rate all projects together, as is now done but perhaps go past the cut line for eligible loan projects to acquire necessary percentage of 15% (minimum requirement) or (2) rate all loan projects separately. The Committee concluded they would not change the rating process at this time, but continue as they have in the past rating all projects together.

At the last meeting it was recommended by the Support Staff to approve a minimum of 50% of the LTIP requirement for township projects for the first five years, provided it is an eligible project, which comes to 1.63 million. A suggestion was made to correspond with townships to see what projects would be submitted in the 5th round. This was rejected due to the time element plus the Support Staff had already been in contact with all the townships. Due to lack of a quorum this will be discussed at the next meeting.

Rob White reported there were still 23 projects from rounds 1,2 & 3, representing a fairly large percentage of total projects for Hamilton County that are either not closed out or showing minimal disbursement activity. OPWC has drafted a letter to Chairman Schramm asking that some action be taken and requested a response by March 1, 1992 advising them of the status of the projects still open and practicable completion dates. LTIP projects have the same time frame as Issue #2 projects but penalties are imposed. Mr. Ragase requested he be provided with a list of these projects so he could talk to the jurisdictions at their municipal league meeting.

Rob White stated there have been changes in the project agreement for the 4th round. The date the subdivision has provided in their application to start construction will be a firm date.

Dick Cline stated OPWC is having great difficulty finding recipients for the credit enhancement monies. The City of Cincinnati still has not received any money from their last submittal due to the complicated Rob White said that what the OPWC is requiring paperwork involved. regarding credit enhancement monies is that you show them evidence that the expense was incurred and the interest was paid. As with any project there is also MBE requirements and the MBE form has to be submitted to show they are in compliance. The Districts are currently in the process of seeing if the allocated credit enhancement monies can be loaned out. This will be carried over to the February meeting.

Mr. Crafts moved that Mr. Joseph Sykes' name be submitted to OPWC as a representative from District #2 to serve on the Ohio Small Government Capital Improvements Commission; seconded by Mayor Ragase and passed unanimously.

Due to lack of members it was the consensus of opinion to postpone discussing the rating system for Round #5. This will be put on next month's agenda.

Rob White stated this is a 1.2 billion program and will continue until it is depleted, whether it takes 10 rounds or 20 rounds.

OPWC asked that the District submit projects in the amount of 115% of our preliminary allocation but Mayor Ragase suggested submitting only 100% and having alternates. When money becomes available we can then inform the subdivision their paperwork is being sent to OPWC for their approval and processing.

Small Governments Sub-Committee report - none.

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Old Business - none.

New Business - none.

Rob White reported that District #2's project agreements for Round #4 were completed and dated January 31, 1992.

Rob White distributed the attached "Changes to the fourth round OPWC Project Agreement" dated January 1992 and offered to work with the Support Staff. He would be willing to come down and conduct technical assistance meetings with township people, municipal people, whomever, to explain and discuss the changes being implemented in Round #4.

Rob White - Changes to 4th round Project Agreement.

The concept of the local share is dead. OPWC is now going with a straight participation percentage based upon the project agreement application submitted to them. Basically this will allow everyone to save when there is a cost underrun.

Notice to Proceed is going to be required for all projects, basically submitted by the prime contractors, and the focus is actually going to be MBE oriented. There is now a better system that is going to allow for much greater accountability, both from the subdivision and also from the prime contractor's standpoint. Construction must start within 30 days of the date specified in the application for financial assistance, or an amended date approved by OPWC at the request of the local subdivision at the time the Project Agreement was signed, or the Agreement may become null and void.

Only one copy of the contractor's invoice is now necessary.

The District Affirmative Plan of Action has been rewritten and will be required starting in Round #5.

The language of the Builders Risk Insurance has been eliminated.

It is now required that the Project Agreement be returned to the OPWC within 45 days of the date it was issued by the OPWC. They want to know as soon as possible if there is going to be any changes to the Project Agreement, especially with the Chief Executive Officer/Chief Financial Officer or Project Manager.

Basically the MBE requirements have not changed from Round #3 however there have been some refinements. It is the subdivision's responsibility to meet the state requirements. OPWC will not allow any slate to go forward unless the MBE requirements are in compliance.

Affirmative Plan of Action - the District now has to identify a mechanism to deal with unallocated funds. District #2 is now over-allocating MBE requirements and as additional projects come forward they will be in compliance and can be moved forward. However the District will have to take some action to designate the type of strategy that is going to be There are three options: (1) having those projects come forward meeting the MBE requirements on a stand alone basis; (2) over-program and as those projects come forward you are covered or (3) as unallocated funds become available and projects are submitted designate one of those projects as a MBE set-aside to cover the requirements for the other projects.

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Rob White stressed that all subdivisions within the District receiving financial assistance from the OPWC who are not set-aside projects are still subject to the requirements of the Affirmative Plan of Action.

Request to Proceed will replace MBE forms 1,2 & 3.

The Project Completion Report has been streamlined down from 4 pages to 2. One important element of this Project Completion Report is OPWC is asking the subdivision to submit a contractor/supplier affidavit with their final invoice.

Rob White stated OPWC will be accepting applications for Round #6 in late fall of 1992.

Next meeting date is February 21, 1992.

Before adjournment Chairperson Berger said there was a celebrity in our midst having a birthday. Everyone joined in singing Happy Birthday to Dick Cline and a cake was enjoyed by all.

Mr. Sykes made a motion for adjournment; seconded by Mayor Ragase and passed unanimously.

Meeting adjourned 10:05 a.m..

Respectfully submitted,

Joan Cornelius Recording Secretary

Attachments

cc: Support Staff

CHANGES TO THE FOURTH ROUND OPWC PROJECT AGREEMENT JANUARY 1992

- 1. Section 3. The local contribution has changed from a fixed dollar amount to a Participation Percentage in actual project costs. Savings from cost underruns experienced by the project will be shared by the local subdivision and the OPWC District Committee, in the same proportion as each contributes to the project. Previously the District Committee received the full benefit of the savings from underruns for allocation to other projects. The Participation Percentages is defined on page 4 of the Project Agreement and referenced in Appendixes D and E. Also, as a result of using Participation Percentages, all references to minimum local share contributions, as a fixed dollar amount, have been eliminated.
- 2. Section 4 introduces the concept of the Notice to Proceed. A Notice to Proceed is required for all project prime contractors, direct procurement and/or force account work initiated by the Recipient following execution of the Agreement.
- 3. Section 5 establishes that construction must begin within 30 days of the date set forth in Appendix A, Page 2 for the start of construction, or the Agreement may become null and void. The date that is included in Appendix A is the date that was included in the application for financial assistance, or an amended date approved by the Commission at the request of the local subdivision at the time the Project Agreement was signed. The subdivision may also apply to the OPWC at a later date to have the start of construction amended. The start date will be amended by the OPWC if reasonable.
- 4. Section 6 (b) eliminates the need for the subdivision to submit an original and one copy of contractor's invoices. Only one copy is now required.
- 5. Section 9 (k), which references District Affirmative Plans of Action, has been rewritten to indicate that only set-aside projects require signatures on the Plan of Action. This re-written section requires that all subdivisions within a District that receive financial assistance from the OPWC must follow their District's Affirmative Plan of Action and they agree to do so by signing the Project Agreement, but they are no longer required to sign the Plan of Action.
- 6. Section 9 (n) has been revised to no longer require the purchase of Builders Risk Insurance.
- 7. Section 21 is new and requires that the Chief Executive Officer of the Recipient sign the Project Agreement and return it to the OPWC within forty-five (45) days of the date it was issued by the OPWC. Contract execution dates may be extended by the Director when requested by the subdivision.
- 8. Appendix A, D and E have been modified to reflect the above changes.

City of Cincinnati



Gerald E. Newfarmer City Manager

Office of the City Manager

Room 152, City Hall 801 Plum Street Cincinnati, Ohio 45202 Phone (513) 352-3241

December 18, 1991

Mr. Donald C. Schramm, P.e.-P.S. Chairman, District 2 Integrating Committee 700 County Administration Building 138 East Court Street Cincinnati, Ohio 45202

Re: Cincinnati's Representative on District 2 Integrating Committee

Dear Mr. Schramm:

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This is to advise that Mayor Dwight Tillery will be replacing David Mann as one of Cincinnati's three representatives on the District 2 Integrating Committee. This change is effective immediately.

Sincerely

Gerald E. Newfarm

City Manager

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37th District #2 Integrating Committee Meeting Board of County Commissioners' Staff Meeting Room Room 603, County Administration Building Cincinnati, OH 45202

January 17, 1992 - 8:00 a.m.

(All regular meetings the 3rd Friday of month)

AGENDA

- 1.) Welcome City of Cincinnati Mayor Dwight Tillery as the newest member of the Committee.
- Approval of previous meeting's minutes.
- 3.) Support Staff Items:
 - A.) Minimum balance for District #2.
 - B.) Project selection process concept of funding cap for loans.
 - C.) LTIP requirement for township projects.
 - D.) District administrative costs program.
 - E.) Delinquent projects.
 - F.) Credit enhancements.
 - G.) Rating system for Round #5.
- 4.) Small Governments Sub-Committee report
- 5.) Old Business
- 6.) New Business
 - A.) Nominations for appointment to Ohio Small Government Capital Improvements Commission.
 - B.) Discussion of District #8 Committee Chairman's letter.
- 7.) Next meeting date February 21, 1992
- 8.) Adjournment

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January 17, 1992 - 8:00 a.m.

ATTENDANCE LIST

NAME	AFFILIATION	PHONE NO.
Wilma Berger	Symmos Tup.	489-8988
DAJIU CRAFTS	RETHEED	657 - 9338
doe RAGASE	Forest Bak	595-5208
Joe Dykes	Minni Tub	941 3393
Lich Clinger 6R.	(17) OF CINTI.	352-6235
John Wodges for Wayne Barfels.	City of Frest Oak	851-3225
	// 1	352.5272
Rob White	0 PWC	(<u>614) 752-9</u> 344
Claren Faciliantes	HCE	<u>632-8261</u>
Joe Dykes Signal for D. Castellini Robert White	Minni Two	941 3393 352-6235 851-3225 352-5272 (614) 752-931